

VISITS OUT OF SCHOOL
Initial proposal form

Organiser: **Today's Date**

DETAILS OF VISIT

Date of proposed visit:

Destination:

Year Group to be taken: Proposed number of students involved:

Proposed names of staff involved:

Checked

- Date
- Staffing
- Financial plan
- Letter
- Folder handed over

EVC

Letters can go out
Further information needed
EVC signature Date
